

**STATE OF MARYLAND
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



REQUEST FOR QUOTES (RFQ)

Affirmatively Furthering Fair Housing Training

RFQ Issue Date: October 17, 2017

Quotes to be sent to: Amanda Sadler
Procurement Officer
Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706
E-mail: amanda.sadler@maryland.gov
Phone: (301) 429-7780

Quotes Due Date and Time: October 23, 2017, at 2:00 P.M, Local Time

General Information

Summary

The Department of Housing and Community Development (DHCD) is issuing this Request for Quotes (RFQ) to seek qualified Contractors to perform training on the requirements of the Affirmatively Furthering Fair Housing Regulations and related Civil Rights Compliance.

Questions

Inquiries regarding this RFQ should be directed to:

Amanda Sadler

Procurement Officer

E-mail: amanda.sadler@maryland.gov

Phone: (301) 429-7780

RFQ Closing Date and Time

All quotes must be received no later than the Quote Due Date and Time indicated on the title page. **No late quotes will be accepted.**

Procurement Method

Purchase Order will be awarded in accordance with COMAR 21.05.07 relating to Category II procurements.

Compensation

It is anticipated that the total compensation for services to be rendered by the Contractor will not exceed Fifteen Thousand Dollars (\$15,000).

Award Basis

A Purchase Order will be issued for the most advantageous offer, in accordance with COMAR 21.05.07.06.

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MINIMUM QUALIFICATIONS

The responding vendor must meet the following Minimum Qualifications have been met:

1. Two years' experience providing fair housing training.

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SCOPE OF WORK

Background and Purpose

The purpose of this RFQ is to invite qualified, experienced vendors to perform training to DHCD employees who are responsible for the implementation of affordable housing programs on the requirements of the Affirmatively Furthering Fair Housing regulations and civil rights compliance.

Scope of Work - Requirements

Scope of Work includes the following:

1. Training on the following:
 - a. Affirmatively Furthering Fair Housing Regulations
 - b. Fair Housing-Related Civil Rights Compliance
2. Training for 250-300 employees involved in implementation of affordable housing programs.
3. Three (3) to four (4) separate training dates, to ensure all employees have an opportunity to attend. Assume 75 to 125 employees per training session. The Department will determine whether three (3) or four (4) training sessions are necessary.
4. Completion of all training dates no later than December 8, 2017.
5. List of training participants to be provided no later than five (5) days after each training date, confirming successful completion of training.
6. Letter / certificate of final completion, to be provided to DHCD no later than December 15, 2017, attaching copy of final training agenda, certifying that training was conducted and satisfactorily completed, and identifying all participants in training.
7. Additional documentation reasonably requested by the Department.

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QUOTE FORMAT

Required Quote Submissions

Vendors shall submit the following:

1. Proof of minimum qualifications (see page 3).
2. Proposed Training Agenda
3. Completed Price Quote Form (Attached)

Submissions shall be provided in a single email addressed to:

Amanda Sadler

Procurement Officer

E-mail: amanda.sadler@maryland.gov

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Price Quote Form

Attachment A

See separate attached Excel Spreadsheet.